



# Town of Fishkill Planning Department

## *Procedures Governing Subdivision Application*

Note: All Applicants to the Planning Board must schedule an informational meeting with the Town Planner and/or Town Zoning Administrator prior to submitting this application to the Planning Department.

The Planning Board meets regularly on the 2nd and 4th Thursdays of each month. All applications for Subdivision approval must be submitted three (3) weeks prior to a scheduled Planning Board Meeting.

An Application for Subdivision or Resubdivision approval can be made by submitting the following to the by mail or in person to the Planning Department:

1. One (1) original and seven (7) copies of the completed Subdivision & Resubdivision Application. Any request for waivers of required information must be included together with the reasons for the request.
2. Seven (7) copies of the Subdivision Plat detailing the proposed subdivision or resubdivision. The drawings should be at a scale of 1" = 20' where possible and drawn on a map size no larger than 36" x 48".
3. One (1) original and seven copies of the completed Full Environmental Assessment Form. Please click on the link to the NYSDEC website to download a copy of this form.
4. A list indicating the property owners' names, mailing addresses and tax map parcel numbers of all adjacent property owners within 500' of the subject premises.
5. Mailing labels indicating the property owners' names and mailing addresses for item no. 4 listed above.
6. Required fees (Application Fee and Escrow Deposit) in accordance with the current Town of Fishkill Schedule of Fees, which is available on this website.

The entire application package will be reviewed by the Town Planner and Town Zoning Administrator for conformance with requirements of the Town Zoning Code and all other applicable regulations and/or standards of the Town of Fishkill.

The Town Planner will schedule all completed applications for Planning Board review by placing the proposal on the Planning Board's next available agenda. Within forty-five (45) days of receipt of the completed application and all accompanying material, the Planning Board shall schedule a public hearing on the proposal. Within sixty-two (62) days of the closing of the public hearing, the Planning Board shall forward its findings to the Applicant and the Town Planner. The Town Planner shall notify the Applicant as to whether the application has been approved, disapproved or approved with modifications. Within seven (7) days, the Planning Board shall also file a copy of its findings in the Office of the Town Clerk. The Planning Board's findings regarding a preliminary application shall expire six (6) months from the date of approval if no application for final approval is submitted within such period, except where such time limit is extended by mutual consent of the Applicant and the Planning Board.

This procedure shall be applied to new Subdivision and Resubdivision Applications and to revisions of approved Subdivision Plans.